

POSITION TITLE: TRAINING SPECIALIST I -
Staff Development

DEPARTMENT: Human Resources Division

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

POSITION #: 004387

Performs entry-level training work. Work involves organizing and conducting educational and training programs. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

A. Assists in assessing and analyzing agency training needs; assists in planning curricula and course outlines, identifying appropriate instructional methods, and developing training aides, manuals, and other materials; and assists in formulating learning objectives and in planning and developing methods for the assessment and evaluation of training effectiveness.

B. Assesses training effectiveness by using pre-test and post-test measures and examining various records and reports; recommends modifications to training; compiles reports on training programs; and maintains training records.

C. Coordinates training presentations; and provides training and technical assistance in the program area.

D. Prepares documents and manuals for in-house publication.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: TRAINING SPECIALIST I -
 Staff Development

SALARY GROUP: B13

DEPARTMENT: Human Resources Division

Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Human Resources, Education, Business Administration, Criminal Justice, or a related field preferred. Each year of experience as described below in excess of the required one year may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. One year full-time, wage-earning administrative support, training, teaching, staff development, or technical program support experience.
3. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, publication, or presentation software programs preferred.

B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
3. Knowledge of group processes, group dynamics, and interpersonal relations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in problem-solving techniques.
8. Skill in public address.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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POSITION TITLE: TRAINING SPECIALIST I -
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SALARY GROUP: B13

DEPARTMENT: Human Resources Division

Page 3 of 3

10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill to develop learning objectives, curriculum, evaluation instruments, course content, and instructional methods.
12. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, publication, and presentation software programs preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, education aides, audiovisual equipment, hand truck, wheel cart, dolly, pallet jack, and automobile.